

**St. Vincent De Paul Catholic Church**  
**Pastoral Council**  
**Position Description**

**Purpose**

Canon 536 of the Code of Canon Law establishes that a pastor may establish and preside over a pastoral council, and through it the Christian faithful, along with those who share in the pastoral care of the parish by virtue of their office give their help in pastoral activity. The pastoral council possesses a consultative vote only and is governed by the norms of the diocesan bishop.

**Responsibilities**

1. Articulate, evaluate, and update the Core Values, Mission, Vision and Overarching Goals of the parish.
2. Empower and support other leaders within their respective areas of parish ministry.
3. Establish effective annual planning and evaluation processes for parish ministry.
4. Exemplify and nourish a parish servant-leader style of leadership.
5. Build and support a collaborative spirit among parish leaders that relies on healthy relationships and consensus-building models of decision making.
6. Encourage and promote the participation of the laity in the ministry and activities of the parish.
7. Serve as arbiter of conflict between commissions.
8. Serve as a consultative leadership body to the Pastor on critical issues affecting the overall well-being of the parish.

**Qualifications**

1. Registered member of the parish for at least one year.
2. Not an employee of the parish.
3. Minimum age of 18 and a confirmed member of the Catholic faith.
4. Regularly attends parish worship.
5. Active volunteer in parish ministry.

**Membership of Committee**

- Pastor [ex-officio].
- 1 member from each Commission (selected annually by the respective Commission members – not the staff or chairperson of the Commission.)
- 3 at-large parishioners (1 member selected annually for a 3-year term by a parish leadership discernment process. This member may not serve more than two 3-year terms.)
- Parochial Vicar [ex-officio, non decision-making]
- Director of Finance & Administration [ex-officio, non decision-making]

The composition of the Pastoral Council may be changed by a consensus decision of the Pastoral Council. Annual member terms begin on July 1 and end June 30.

### **Time Commitment**

1. Attend the monthly meeting of the Pastoral Council on monthly Leadership Meeting Night. (1 hour preparation [review monthly documents] + 1.5 hour meeting)
2. Attend all-parish and special leadership meetings, as required
3. Participate on, or be liaison to, committees or sub-committees, as required by the Pastoral Council.

### **Expectations of Leadership**

- Exercise confidentiality in sensitive areas, as communicated by leadership
- Be respectful of others and their opinions, especially those in opposition of yours
- Communicate in sync with the committees' position and tone when interacting with our community
- Participate in a manner that observes the meeting time relative to the agenda, and relative to the number of participants (6 members, each member participates 1/6 of the time).
- Be objective! No hidden agendas or personal views.